

25 October 1988

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Director of Training and Education

SUBJECT: Weekly Report

* 1. The Office of Training and Education (OTE) began providing "instant" confirmation letters to students accepted in eighty courses for the first time this week. One hundred seventy-eight requests received on Friday and Monday were confirmed by letters on Tuesday. This action is a major part of OTE's plans to let all students know in a timely fashion whether or not they are in a course. 25X1

2. On 17 - 18 October nine students from four DI production offices attended the pilot running of OTE's new course "Thinking for Writing: Starting Your Paper on the Right Track." The course included presentations on such topics as "Asking the Right Questions" and on "Making the Concept Paper Work for You." 25X1 25X1

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25 October 1988

MEMORANDUM FOR: Director of Training and Education

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FROM:

[REDACTED]

Chief, Training Support Division

SUBJECT: Weekly Report

✓ * 1. The Office of Training and Education began providing "instant" confirmation letters to students accepted in eighty courses in the curriculum for the first time this week. One hundred seventy-eight requests received on Friday and Monday were confirmed by letters on Tuesday. This action is a major part of OTE's plans to let all students know in a timely fashion whether or not they are in a course.

2. The Training Support Division provided the first of a biweekly report of registration statistics to OTE divisions involved in presenting courses. The report provides student enrollment numbers for all courses handled in TEAMS and includes a count of how many students did not get into a course. It is intended to provide division managers information on when to add or delete courses and course directors information on upcoming course registrations.

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3. A surge in recent training and tutorial sessions conducted by OTE (Internal Training Branch) reveals a growing interest by Agency components in TEAMS. Over the last week, OTE trained Training Officers and Training Assistants from [REDACTED] DO/EUR, DA/OL, DS&T/OSO, DS&T/NPIC, and DA/STO.

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4. OTE's Registrar of Government Programs [REDACTED] attended DOE's Nuclear Threat Awareness Seminar in Albuquerque, NM, 17-20 October 1988, at the invitation of DOE's Coordinator for the program. OTE's representative [REDACTED] will discuss the program at the next meeting of STOs based on her first-hand look at the program and DOE's request for financial support for the program early this year.

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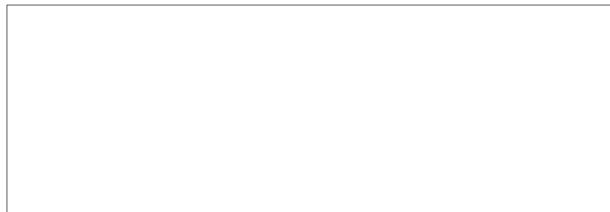
5. OTE's Coordinator for the Agency Off-Campus Program [REDACTED] met with [REDACTED] Contracting Officer/OL to discuss a new contract with UVA for the Program. The original contract has expired and a new one with only minor changes will be negotiated.

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SUBJECT: Weekly Report

6. The Training Support Division began another round of meetings with OTE divisions with the objective of informing them of the workings of the initial version of TEAMS and beginning to identify future enhancements to the system. Chief, Internal Training Branch attended the Language Training Division's staff meeting and Chief, Training Support Division met with members of the Topical Issues Branch this week. As a result of these meetings, we are resurveying OTE to determine needed changes in the course rosters that TSD provides to the divisions.

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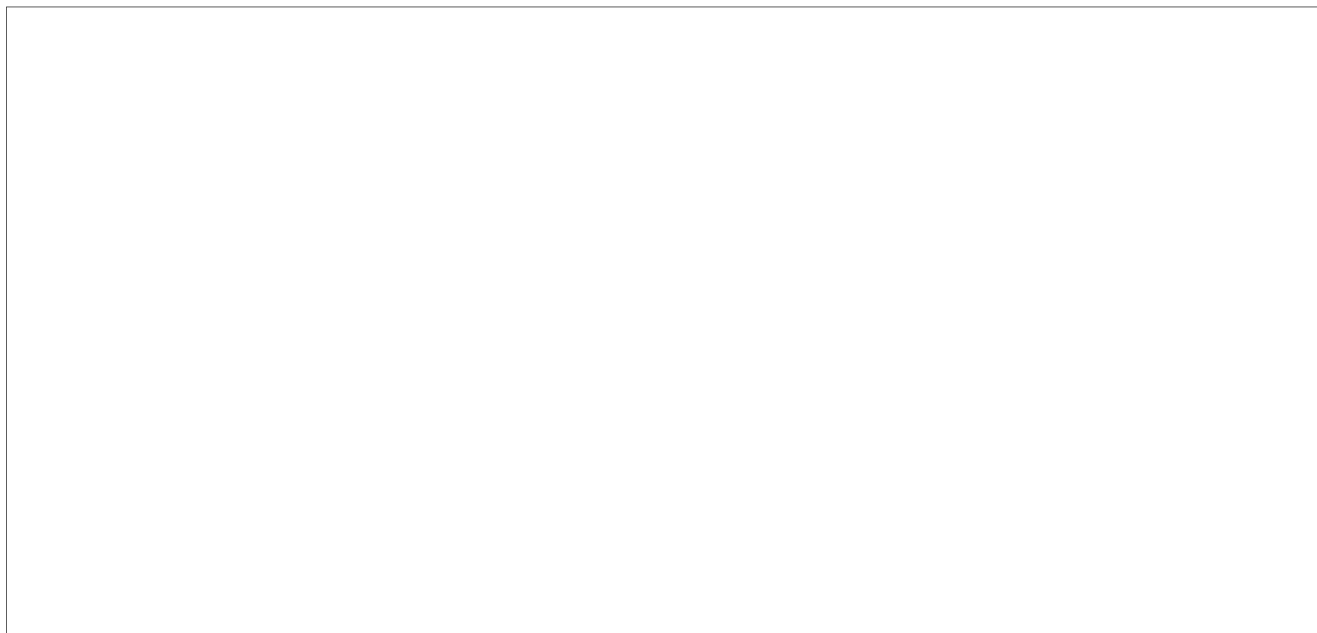


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25X1 SUBJECT: ITD Weekly Report

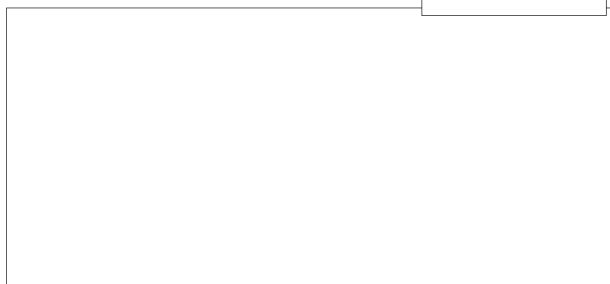
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4. Robert Baraz, the Department of State, spoke on "Soviet Foreign Policy: Khrushchev to Chernenko" to the Soviet Foreign Policy Block on 24 October. In his introductory remarks the speaker said all successors to Stalin essentially have been reformers. In response to questions Mr. Baraz indicated there has been a fading of importance of ideology and of the International Communist Movement in Soviet foreign policy. We should know soon, he said, whether we have reached the point where the post-World War II era has ended, and that the important issues between the USSR and the West will be significantly different.

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25 October 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [REDACTED]

Chief, Secretarial, Administrative, and
Communications Training Division

SUBJECT: Weekly Report

1. On Thursday, 20 October, representatives from the Secretarial Training Branch met with [REDACTED] the Office of Logistics contracting officer from Procurement Division, [REDACTED] proposal. [REDACTED] was briefed on the proposal and on the statement of work. The 2420 (Request for Funds) has been forwarded to Procurement to begin negotiation of this contract. [REDACTED] is familiar with [REDACTED] since he taught for them [REDACTED]. He is also familiar with the Office of Communications' contract with [REDACTED] which will be helpful to us as we proceed with our program. [REDACTED]

2. Discussions have been taking place for some time between Chief, STB and Chief, Internal Training Branch/TSD, regarding TSD reassuming the registration function for [REDACTED] courses. At a meeting on Wednesday, 19 October, a decision was made to turn over the registration function for [REDACTED] STB courses to Central Registrations Branch effective 1 December. The goal is to return registration for all of the secretarial training courses within the next six months. Another meeting will be scheduled to work out the details of precourse briefings and to develop specific guidelines for student selection. We look forward to working with Internal Training Branch in pursuit of this goal.

3. [REDACTED] of the Administrative Systems Training Branch met with [REDACTED] DD/OF and several representatives from the Office of Finance's Career Management Staff on 20 October. The purpose of the meeting, requested by [REDACTED] was to determine how the Office of Training and Education could assist the Office of Finance with the development and implementation of a career development system. The Office of Finance requested the assistance of a senior OTE careerist for approximately one year. The information gathered at the meeting and the request was presented to the DDTE on 21 October. [REDACTED]

4. On 19 October the Secretarial Training Branch conducted a dedicated Geography Workshop [REDACTED] for 30 OD&E participants at the [REDACTED]. The participants said that they gained through the workshop a much better understanding of these two areas of the world. Two speakers on [REDACTED] culture were especially effective as a team. Both of them are born and raised and now work as secretaries in OD&E. Participants asked for more geography workshops and more on-site training.

5. The Fall running of Gregg Shorthand Refresher, offered by Secretarial Training Branch, has already produced some noteworthy results. Seven out of the eleven students have qualified in shorthand since the beginning of the course on 13 September. Two more weeks of training are left.

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[Redacted]
program, arrived in SACTD on 24 October to familiarized herself with the program and to help in setting up administrative procedures for program participation. A DO counselor will be joining us in mid-November 1988. To date we have not received counselor-designees from the DI or the DA.

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24 October 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[redacted]
Chief, Leadership Development Division
Office of Training and Education

25X1 SUBJECT:

LDD Weekly Report [redacted]

25X1 PDI Assessment Conference

[redacted] course chairperson of the Leading People in CIA program, attended the 1988 National Assessment Conference held 9-11 October, in Minneapolis, Minnesota. It was jointly sponsored by Personnel Decisions, Inc. (PDI), a firm of organizational psychologists and consultants specializing in the development of managers and organizations, and the Psychology Department of the University of Minnesota. The conference was attended by several hundred representatives of corporations, public organizations, and the Federal Government. It covered areas such as--what assessment is--who uses it--when it should be used--how it is used--whether assessment procedures for management development are vastly different from those used for selection. Aspects of the Watson Case were explored for its legal implications. MTB uses PDI's Management Skills Profile for the Leading People in the CIA course. [redacted]

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SUBJECT: LDD Weekly Report [redacted]

Managing in CIA was run 12-14 October for 28 students. This generally well received running had a surprising number of students suggesting a format which included more lectures. For example, one student stated, "I personally prefer lectures with copious handouts - followed up with discussions." Another interesting development was the increased interest in the budget, particularly how to develop one and how to get the operating money needed. This interest was partially explained by the high experience level of many of the students. Many were "old-hands" with years of management experience. This combination of experienced and new managers creates a difficult variety of training needs to meet in one course. [redacted]

25X1 *An OTE LDD instructor*
25X1 [redacted] met with [redacted] on 11
25X1 October to discuss OP's new program to counsel Agency employees who are seeking reassignment to another component. There has been considerable interest in the program on the part of many employees and [redacted] emphasizes that many of those who seek his counsel are primarily looking for a career change and not necessarily having problems in their present position. We will explore incorporating a discussion of these counseling services, along with EAP and SAS, in both our Leading and Counseling courses. [redacted] *no*

25X1 [redacted] gave a presentation to about 75 JCS/DIA officers in the Headquarters Auditorium on 13 October. His lecture was on the history and organization of the Agency, with additional discussion of our relationship with the media. The presentation was given on behalf of PAO (both of their briefers were busy elsewhere) and the one-day program was coordinated by CSI. [redacted]

25X1 [redacted] 14 October to do a workshop on ethics in a special running of the ITCIA for OC students. The workshop started with a general lecture on ethical principles as they apply to Agency officers and then a discussion in small groups on a series of cases drawn from OC experience overseas. We find that this format works very well. There was quite lively discussion of the issues and several small groups were not able to come to a consensus. Likewise when the cases were reported back in plenum there was disagreement on several issues among the groups. This all led to a full airing of the ethical principles involved and provided the students some benchmarks for their upcoming assignments overseas. [redacted]

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MEMORANDUM FOR: Director of Training and Education

Chief, Leadership Development Division
Office of Training and Education

SUBJECT: LDD Weekly Report

hold and flag
for a week
then when it
is actually run

[redacted] is continuing her DA Personnel Task Force responsibilities. On Friday, 14 October, Task Force members met with [redacted] OP/ CAP [redacted] to learn about the current NAPA study. It was also learned that OL has found space for the Task Force in the Key Building. The move is anticipated for late October or early November.

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21 October 1988

MEMORANDUM FOR: Deputy Director of Training and Education

FROM: [REDACTED]

Deputy Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (17-28 October 1988)

Where We Are

1. CBTG provided an Infowindow system to ISTD's computer Skills Training Branch [REDACTED] for use in previewing videodisk based VM courses. [REDACTED] reported that the viewing has been going well, and for a change, there have been no equipment problems. Mike asked about the availability of a second machine, since he'd like to do some comparison shopping with material from two different vendors.

2. [REDACTED] the SDIV contractor, began what we hope will be the final two weeks of work on the program. [REDACTED] identified several areas that require additional work prior to the end of the contract. Nick will be working in one of the cubicles in CBTG.

3. [REDACTED] completed another running of Train-the-Trainer this week. There were eight students: four from [REDACTED] and four OTE Instructors.

5. The librarians [REDACTED] processed and distributed over 178 new book orders through the OIR Library Acquisitions Branch.

6. Jim Taylor's office (EXDIR) called the OTE Library to request a self-study beginner's course in Italian. [REDACTED] office (DCI/EA) also called to request beginning self-study German materials.

7. As part of the Audio Visual Section's plan to provide a "mobile" VCR cart for every office in [REDACTED] the first was signed out to C/WOTD this week. New shelving for the Learning Center in the New Headquarters Building is ready for delivery. The Language Training Division now has twenty-five VCR carts. The Language Lab just put two audio duplicators back on-line after they were returned from repair.

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8. The Visual Aids Section found itself handling a wide variety of requirements from the DDC, LDD, ISTD, ADMIN, SACTD and CTD. These ranged from vu-graphs and book covers to signs and posters. C/MPB and the staff of Visual Aids visited Graphic Systems to see a demonstration of the new 430 Itek Photostat Camera.

Where We Are Going

10. [] will be using a free pass sent to the CBTG to attend the expo at the Federal Computer Conference. The Conference will be held from 26-28 October.

11. CBTG was invited to a preview of a new computer based reference software package being sold by Goal Systems (the PHOENIX vendor). Since the lunch/demo occurs during the management conference, [] will attend the session to evaluate the software.

12. [] is working with [] (LTD) on an evaluation of the Headquarters Language Training Program.

13. [] are attending the 10-month (P/T) Georgetown University Training Specialist Certificate Program. The program is designed to enhance their skills in conducting curriculum evaluations and needs assessments.

14. The Television Production Section will complete work on the five course commercials, and continue the scripting and preproduction work for the five productions currently underway.

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Administration Division Weekly
17-21 October 1988

CONFERENCING

Forwarded requirements for Politburo Simulation Conference co-sponsored by SOVA, LDA, and SRI/OTE on 9-10 November.

Space

DC/AD discussed new requirements for SACTD classroom space in East Building. Will not be able to resolve until next week, and OTE will have to fund.

Miscellaneous

C/AD and DC/AD attended ADP meeting on 19 October to discuss ADP requirements for office.

OTE Notes published 19 October.

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Registry

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Met with DDA/IMO on 17 October to survey for retirement or destruction 10 boxes of records received from [REDACTED]

On 19 October, attended a meeting of the DDA Information Management Officers at Hqs. Each IMO has been tasked to revalidate their micrographics applications. A meeting will be set up at the Agency Records Center to discuss new procedures and problems.

Security

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On 18 October met with [REDACTED] from RECD re completing grills on windows on first floor -- there is a gap between edge of grill and window.

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Introduced [REDACTED] Reinvestigation Branch, who gave a presentation to LTD on 21 October re the reinvestigation/repolygraph process.

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Budget and Finance

B&F is working on cleaning out files and destroying or retiring records as appropriate.

Personnel

Panel Support

- Completed preparation for the GS-12 Panel, which met 17-19 October, and the Secretarial Panel, which met 19 October.
- DC/PB acted as advisor to the Secretarial Panel semi-annual review on 19 October. who will replace Bev as DC/PB, observed.
- Prepared SIFs for GS-11 Panel scheduled to meet 21 November.

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Logistics

C/Logs met with architect and C/ISTD to give final requirements for converting Room 713 from Classroom to office space.

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